

RESOURCES COMMITTEE

Minutes of a Meeting of the Resources Committee held at 6.30pm on Tuesday, 11 June 2019 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)
Councillors: Bell, Bignell, Clarke, Fatemian, Kilsby, Ross and Wren.

Alternate

Members: Councillor Beverly for Councillor Colegrave.

Also in attendance: Councillor Mepham

Officers: Mark Recchia (Town Clerk)
Mark Hassall (Deputy Town Clerk/RFO)
Mike Hall (Recreation & Amenities Manager)

R.4/19 Apologies for absence

Councillors Banfield, Colegrave, Hussain and Richards.

R.5/19 Declarations of Interest

None.

R.6/19 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meetings held on 2 April 2019 and 7 May 2019 be approved as correct records and signed by the Chairman.

R.7/19 Budget Monitoring Report – Income & Expenditure

The Committee considered a report prepared by the Deputy Town Clerk/RFO comparing year-to-date income and expenditure with the projected annual budget to 24 May 2019.

Underspends versus the Year-to-Date Budget were £122k. This was made up of General Services underspends of £90k and improved income in Resources of £32k.

The primary items of note were:

- General Services savings due to timing, principally reduced prior year obligations of grounds maintenance contract costs (£10k) and timing of works including Arboriculture (£17k), playground equipment install (£7k) and People Park centenary works (£4k). Potential claim for water costs associated to Bowls Club building in Peoples Park (£3k).
- Resources Committee underspends principally related to carrying a vacancy in the Central Administration team (£5k), timing of event related income (£4k), insurance claim completion from 18/19 (£7k) and improved interest income (£2k).

The Deputy Town Clerk & RFO responded to various questions from Members.

IT WAS RESOLVED to receive and note the Income and Expenditure report.

R.8/19 Approval of Accounts and Annual Return 2018/19

The Committee considered a report prepared by the Deputy Town Clerk/RFO advising Members that as part of the Audit and Accounts Regulations, the Council was required to complete an Annual Return. The purpose of this report was to authorise the Leader of the

Council, Town Clerk and the RFO to sign off the Annual Return and Accounts, as appropriate, on behalf of the Town Council.

The accounts for the year ended 31 March 2019 and a copy of section 1 and 2 of the Annual Return were circulated.

RECOMMENDED to Council:

- 1) that the Annual Governance Statement (Section 1 on the Annual Return) where questions 1 to 9 were answered yes, be approved, and signed on behalf of the Council by the Leader of the Council and the Town Clerk;
- 2) that the Accounting Statements (Section 2 on the Annual Return), for the year ended 31 March 2019 be approved and be signed on behalf of the Council by the Leader of the Council and the RFO; and
- 3) that the Accounts for the Year Ended 31 March 2019 (unaudited) be approved and signed on behalf of the Council by the Leader of the Council and the RFO.

R.9/19 Calendar of Meetings

The Town Clerk reported that due to the proximity of the local elections on 7 May 2020 to the currently approved date for Annual Council Meeting (Tuesday 12 May) it was necessary to move the date for the council meeting. Unfortunately due to a clash with the District Council Annual Council date it was not possible to move it to the following Tuesday.

RECOMMENDED to Council that the 2020 Annual Council meeting take place on Wednesday 20 May 2020.

R.10/19 Confidential Business Exclusion

It was proposed by the Chairman and was **RESOLVED** that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

SUMMARY of items discussed during confidential session**R.11/19 Bus Shelter Agreement**

The Committee considered a report of the Town Clerk seeking Member approval to vary a Bus Shelter Equipment Agreement with Clear Channel UK Ltd to allow the company to upgrade some of their advertising panels on Bus Shelters to enable digital advertising.

The Town Clerk explained that whilst there were no objections in principle to this request, which aided the viability of the Agreement, the change to digital panels would mean that the panels themselves would no longer be removable (although the surrounding shelter would be). It would be necessary to check with CDC whether this change could be accommodated without adversely affecting Michaelmas Fair layout. The company had agreed that if this was the case then they would not proceed with the upgrading of the Bridge Street Shelters, notwithstanding that these were the best placed shelters for advertising purposes.

In response to a Member's question regarding the potential to make use of the digital technology for interactive touch screens, the Town Clerk undertook to explore this in conjunction with the Shelter supplier and Banbury BID.

RESOLVED that the variation to enable an upgrade to digital advertising panels to take place be agreed and the Town Clerk be authorised to sign the variation letter, subject to the Bridge Street Shelters being excluded from this change if it would adversely affect the layout of Banbury Michaelmas Fair.

R.12/19 Peoples Park Community Garden and Café Projects

The report provided Members with an update on the evolving refurbishment proposals in People's Park which were planned as part of the People's Park 100 celebrations, subject to funding being available. Members had previously approved the development of 6 toilets, a mess room and demonstration area in the Community Garden and a Café conversion of the former boat house/toilet block, as part of the Park Centenary celebrations.

The report provided Members with latest plans and cost estimates for the two projects, following pre-application advice from planning officers, quantity surveyor input and a review of contract documentation by District Council building procurement staff.

The breakdown of the estimated costs for the works proposed within People's Park and the Community Garden were as follows:

Description	Actual (based on estimates (£000))
Cafe	465
Community Facility Toilets, Demonstration Room etc.	280
People's Park footpaths	50
Rose Garden (including edging, notice boards, planting)	26
Landscaping Works (including, replacement pillar, entrance road and Community Garden)	90
Totals	911

RESOLVED that the design for a new Community Garden building and associated landscaping and conversion of the former boathouse/toilet block into a Café, and the estimated costs as set out above, be approved and funded from additional earmarked reserves.

The meeting ended at 8pm